

EYES ONLY  
 General Counsel  
 Room 317  
 South Building

Emergency Plans

Executive Registry  
 1-7298

TRANSMITTAL SLIP		
12 Apr 51 DATE		
TO: General Counsel		
BUILDING	ROOM NO.	
South	317	
REMARKS:		
FROM: ADD/A (Gen)		
BUILDING	ROOM NO.	EXTENSION
Adm	221	
FORM NO. 36-8 SEP 1948		

25X1

**SECRET**

11 April 1951

MEMORANDUM FOR: Each Office Head

**EYES ONLY**

SUBJECT : Emergency Plans

1. General Agency policy governing plans to insure continuity of essential Agency functions in case of actual or imminent devastating attack on Washington is stated below:

25X1A

25X1A a. Emergency Agency Relocation Center will be the

b. Provision will be made for a 90-day minimum period of emergency operations at the Center, during which time action will be initiated to reconstitute and, if appropriate, relocate the Agency.

c. A very limited number of Agency senior officials and essential support personnel will be designated by name to report directly to the Center in case of real emergency.

d. The Center will not be identified with CIA. Knowledge of its emergency purpose will be confined to those individuals indicated in (c) above.

25X1A e. Dependents cannot be accommodated at the Center.

all personnel at the Center not included under (c) above will be immediately evacuated.

g. Control stations and rally points will be established at locations on the outer rim of Metropolitan Washington to which the bulk of Agency personnel will report for instructions.

2. The Assistant Deputy Director, Administration (General) has been designated as Emergency Planning Officer for the Agency.

3. Allocation of total number of individuals of your Office, including yourself, to be designated for initial immediate movement to Warrenton in case of emergency is given below:

**SECRET**

**SECRET**

4. Please furnish to the Emergency Planning Officer by 27 April 1951:

a. A list of names of individuals whom you desire to designate within your total allocation, including for each name:

- (1) Position title (including division, branch or staff).
- (2) Age.
- (3) Sex.
- (4) Office location (building and room number).
- (5) Office telephone number.
- (6) Home address.
- (7) Home telephone number.
- (8) Marital status and number of dependents.

b. Your recommendations for succession to responsible positions within your Office at the Division Chief and similar level, and to include your own position, for use in case of serious injury or death of incumbents incident to a "disaster" situation.

5. Detailed instructions covering both the initial group and the balance of Agency personnel will be issued later.

6. Knowledge of the contents of this memorandum will be restricted to the fewest number of individuals essential to the preparation of reply, and will in no case be communicated to any individual not to be included in list called for by paragraph 4. a. above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

25X1

**SECRET**

**SECRET**

copy 2 of 2

24 April 1951

**EYES ONLY**

MEMORANDUM FOR: EMERGENCY PLANNING OFFICER

SUBJECT: Emergency Plans

1. In accordance with your memorandum of 11 April 1951, the following names are submitted:

Mr. Lawrence R. Houston - General Counsel

Age: 38

Sex: Male

25X1A Office location: 317 South Building  
Office telephone: EX 6115, extension 733

Mr. Walter L. Pforzheimer - Legislative Counsel

Age: 37

Sex: Male

25X1A Office location: 317A South Building  
Office telephone: EX 6115, extension 734-5

2. There is no particular problem about succession in the office as the attorneys work as a group and the senior one present would normally be the one to call on. [redacted] is presently senior Assistant General Counsel.

25X1A

LAWRENCE R. HOUSTON  
General Counsel

copy 1 of 2 handcarried to Emergency Planning Officer by Mr. Houston  
on 24 April 1951

**SECRET**